

**Minutes
Windsor Town Council Meeting
Town Hall
June 14, 2016**

The Windsor Town Council met in a continued session on June 14, 2016 at 7:00 p.m. in the Council Chamber of the Windsor Town Hall, Windsor, Virginia. Mayor Carita J. Richardson was present, and she called the meeting to order. She welcomed those who were present. She asked the Clerk to call the roll. Terry Whitehead, Town Clerk, recorded the minutes. Michael Stallings, Town Manager, Chief Riddle, Dennis Carney, Planning and Zoning Administrator, and Christy Jernigan, Town Treasurer. Wallace W. Brittle, Jr., Town Attorney, was absent due to an illness in his family.

Council members present: J. Clinton Bryant
Greg Willis
N. Macon Edwards, III
Durwood V. Scott
Patty Flemming
Tony Ambrose

Mayor Richardson asked Councilman Ambrose to lead the Pledge of Allegiance.

Mayor Richardson recognized Karita Suiter and Frances Butler who serve on the Board of Zoning Appeals and Glyn Willis who serves on the Planning Commission. Mayor Richardson welcomed them and thanked them for attending the meeting.

Public Hearing

None

Presentation – Karita Suiter

Mayor Richardson said that Karita Suiter has been serving on the Board of Zoning Appeals for the past four and a half years and has resigned due to moving out of Town. She presented a resolution to Ms. Suiter thanking and commending her for her loyal and valuable service to the Town of Windsor as a member of the Board of Zoning Appeals.

Ms. Suiter thanked Mayor Richardson and Council for their support. She said it has been a pleasure serving her hometown, and she is always willing to come back and serve in the future if needed.

Delegations, Public Comments and Citizens’ Concerns

Eddie Allison, Jr., 26 N. Court Street, said he has problems with large sink holes in his yard caused by deteriorating drainage pipes. He said it has become a safety hazard for his two small children to play in the yard.

Mr. Stallings said this issue has been researched by staff, and the sinkholes are located on private property. He said the Town does not have an easement, and VDOT also does not have an easement.

Councilman Edwards asked if a property owner would be willing to give an easement, would VDOT be willing to make the repairs. Mr. Stallings said from past experiences, VDOT has not been interested in accepting easements and incurring the liability.

Mr. Carney said staff is currently looking into some State programs that may offer financial assistance to homeowners that elect to take corrective actions for some of the drainage issues that face Windsor.

After further discussion, it was the consensus of Council to have the maintenance department fill the sinkholes with dirt for a temporary fix to alleviate the current safety issues.

Mayor Richardson asked Mr. Carney to share the details of the state programs with Mr. Allison to help with future drainage issues.

Consent Agenda

Mayor Richardson said the Consent Agenda consists of the minutes of the May 10, 2016 Council meeting, minutes of the May 26, 2016 Council meeting, the minutes of the June 7, 2016 Council Work Session, the Police Chief's report and the Zoning Administrator's report. She asked if there were any questions or comments regarding the Consent Agenda.

Councilwoman Flemming made a motion to adopt the Consent Agenda. Councilman Ambrose seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #1.

Treasurer's Report

Mrs. Jernigan said that the Treasurer's report for the month of May is before Council for review. She asked if there were any questions or comments regarding the report.

Mrs. Jernigan gave a brief overview on the progress of the Munis conversion.

Councilman Edwards made a motion to adopt the Treasurer's report. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #2.

Council's Discussion of Citizens' Concerns

Councilman Ambrose said a citizen approached him with the idea of the Town installing a water fountain at the Centennial Park for people walking, running or riding bikes to stop for a water break. Mayor Richardson asked Mr. Stallings to get quotes on having a water fountain installed at the park.

Councilman Ambrose said he also had a couple of complaints regarding pets being allowed at public events such as the recent 5K Run. Mayor Richardson asked Mr. Stallings to mention to the group sponsoring the 5k Run to notify citizens in the future that pets are not allowed at this event. She noted that the Fourth of July flyers state that no pets are allowed at the event.

Town Manager's Report

Church Street Sidewalks

Mr. Stallings said he was asked to clarify the proposals for engineering work for the sidewalks down Church Street to the Holland Meadows property. He reported that Bowman Consulting's bid is now \$63,200 including the construction phase services compared to Kimley-Horn's bid of \$63,710. He said Kimley-Horn's wetlands permitting fees are significantly less if the Town has to obtain a wetlands permit.

Mr. Stallings said he recommends that Council adopt the enclosed resolution appropriating the funds from the General Fund Fund Balance after choosing the preferred firm to perform these services.

After discussion, Council agreed to choose Kimley-Horn to do the engineering work for the sidewalks due to their lower wetlands permitting fees.

Mayor Richardson read the title of the resolution as follows: A Resolution Appropriating The Sum Of \$63,800 From The Unappropriated Fund Balance Of The General Fund To The 2015-16 General Fund Operating Budget.

After discussion, Councilman Willis made a motion to adopt the resolution entitled: *A Resolution Appropriating The Sum Of \$63,800 From The Unappropriated Fund Balance Of The General Fund To The 2015-16 General Fund Operating Budget.* Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #3.

Town Code Update

Mr. Stallings reported that in accordance with the Town Code update schedule, he has completed his review of sections 37, 39 and 40. He reviewed each section with Town Council. After discussion, Council made several minor revisions to the recommended changes and agreed to add these changes to the previous batch for advertisement at a future date.

Action List

Mr. Stallings reviewed the Action List for the month of May with Council. He reported that the site plan for the public works building has been submitted to Isle of Wight County for erosion and sediment control review.

Calendar of Events

Mr. Stallings stated that he has enclosed the Calendar of Events for Council's information. He reported that details for the July 4th celebration are being finalized.

Town Attorney's Report

None

Mayor's Report

Mayor Richardson thanked Vice Mayor Bryant, Council and Staff for filling in for her while she was out sick.

Mayor Richardson said two members of Planning Commission need to be appointed. She said that Mr. Carney spoke with both individuals currently serving on Planning Commission, and both are willing to serve another term. She said the two members are Debra Hicks and Leonard Marshall. Mayor Richardson asked for a motion from Council in regards to this appointment.

Councilman Scott made a motion to re-appoint Debra Hicks and Leonard Marshall to serve another term on Planning Commission. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #4.

Economic Development Authority Report

None

Other Reports

None

Old or Unfinished Business

Adoption of the 2016-17 Operating Budget and Five Year CIP

Mayor Richardson stated that Council has to consider the adoption of the Five-Year Capital Improvements Plan (CIP) and the 2016-2017 Operating Budget, which was continued from the May 26, 2016 Council meeting. Mayor Richardson said the first item is Council's consideration of the resolution entitled: A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2016-2017 Through 2020-2021.

Vice Mayor Bryant made a motion to adopt the resolution entitled: *A Resolution Approving And Adopting The Five-Year Capital Improvements Plan (CIP) For The Period Covered By Fiscal Years 2016-2017 Through 2020-2021*. Councilwoman Flemming seconded, and Council passed the motion five to one as recorded on the attached chart as motion #5.

Mayor Richardson said the next item is Council's consideration of adopting an ordinance entitled: *An Ordinance Imposing And Levying Taxes Within The Town of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery And Tools, And Upon Mobile Homes For The Calendar Year Beginning January 1, 2016, And Ending December 31, 2017*.

Mr. Stallings stated that there are no proposed tax increases in the budget.

Vice Mayor Bryant made a motion to adopt the ordinance entitled: *An Ordinance Imposing And Levying Taxes Within The Town Of Windsor, Virginia Upon Real Property, Upon Public Service Corporation, Upon Personal Property, Upon Machinery and Tools,*

And Upon Mobile Homes For The Calendar Year Beginning January 1, 2016, And Ending December 31, 2017. Councilman Edwards seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #6.

Mayor Richardson said the next item is Council's consideration of adopting a resolution entitled: *A Resolution Approving And Adopting The Fiscal Year 2016-2017 Operating Budget For The Town of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget.*

Councilman Ambrose made a motion to adopt the resolution entitled: *A Resolution Approving and Adopting The Fiscal Year 2016-2017 Operating Budget For The Town Of Windsor, Virginia And Appropriating The Requisite Funds For Said Budget.* Councilwoman Flemming seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #7.

Mayor Richardson said the final item is Council's consideration of adopting an ordinance entitled: *An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town Of Windsor, Virginia.*

Mr. Stallings explained that there is a proposed water rate increase from the current \$7.00 per 1,000 gallons to \$7.25 per 1,000 gallons to help fund depreciation and help with the rising costs of maintaining and operating the Town's water system.

Councilwoman Flemming made a motion to adopt the ordinance entitled: *An Ordinance Establishing The Water Rate Schedule For The Water System Owned And Operated By The Town OF Windsor, Virginia.* Vice Mayor Bryant seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #8.

Mayor Richardson thanked Council and Staff for working so diligently on the budget.

Draft 2016 Comprehensive Plan

Mr. Carney said the 2016 Comprehensive Plan, if adopted by Town Council after a public hearing, will replace the existing Comprehensive Plan which was adopted in 2008. The Comprehensive Plan for the Town of Windsor is used by Town citizens, Staff, the Planning Commission and Town Council as a guide for future decisions affecting the Town including, but not limited to, decisions related to future land use, zoning actions and the appropriate location of public infrastructure. He said the Plan area encompasses all of the Town of Windsor. Mr. Carney explained that the Plan does not rezone land, but it suggests ordinance amendments and other policies that will facilitate implementation of the Plan after adoption by the Town of Windsor Town Council.

Mr. Carney reported that the Planning Commission held an advertised public hearing on May 25, 2016 with no one speaking in favor or against the proposed Comprehensive Plan. He said the Planning Commission recommended that Town Council approve the 2016 Comprehensive Plan.

Mr. Carney recommended that Town Council set a public hearing for the regularly scheduled July 12, 2016 meeting.

Council agreed by consensus to set a public hearing at the July 12, 2016 meeting to consider public comments regarding the draft Comprehensive Plan.

New Business

Councilman Willis said he would like to see Town Hall become a place where citizens can come and register to vote. He said that ten percent of his signatures that were needed to run for Council were not registered to vote. Mayor Richardson asked staff to contact the Isle of Wight County Registrar's office to obtain information regarding this matter.

Councilman Scott asked for an update on the mold and asbestos evaluation for the Windsor Town Center that was discussed at the June 7, 2016 work session. Mr. Stallings said he toured the Town Center with two representatives from Servpro and is waiting for a proposal from them.

Closed Session

None

Councilman Willis made a motion to adjourn. Councilman Scott seconded, and Council unanimously passed the motion as recorded on the attached chart as motion #9.

The meeting adjourned at 8:15 p.m.

Carita J. Richardson, Mayor

Terry Whitehead, Town Clerk

TOWN OF WINDSOR
 RECORD OF
 COUNCIL VOTES

Council Meeting Date June 14, 2016

Motion #	Ambrose	Bryant	Willis	Scott	Flemming	Edwards	C. Richardson
1	Y	Y	Y	Y	Y	Y	
2	Y	Y	Y	Y	Y	Y	
3	Y	Y	Y	Y	Y	Y	
4	Y	Y	Y	Y	Y	Y	
5	N	Y	Y	Y	Y	Y	
6	Y	Y	Y	Y	Y	Y	
7	Y	Y	Y	Y	Y	Y	
8	Y	Y	Y	Y	Y	Y	
9	Y	Y	Y	Y	Y	Y	
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Jerry Whitehead, Clerk